



## **USA Taekwondo Referee Development Seminar Host & Instructor Responsibilities**

### Seminar Host Responsibilities:

1. Host must be a current USAT State Organization or Club.
2. Host must provide all necessary equipment (power point projector, projector screen, etc) and space for Referee Development Seminar at its own expense.
3. Once the seminar is approved; USAT will ship the materials to the host. All unused materials must be shipped back to the USAT within 10 days of completion of the seminar. If the unused materials are not shipped back with in the 10 days you will receive an invoice for all unused materials.
4. Host must provide transportation, hotel and meals for the Instructor (if applicable) at host expense.
5. Host will be required to pay seminar instructor \$200.00 for instructing the seminar. The fee is due at the completion of the seminar.
6. The participant fee is \$50.00 and those fees are sent directly to USA Taekwondo. Host may charge an up to an additional \$10.00 per participant to help offset cost of hosting seminar.
7. Host must provide administrative support to the Seminar Instructor. This support is you will need to provide distributing seminar supplies, collecting participant applications and fees.

### Seminar Instructor Responsibilities:

Once the Seminar Instructor is appointed he/she will be sent the Referee Development Instructor checklist and requirements for administering a USAT RDP Seminar.

1. Administers Seminar and test to participants.
2. Instructor is responsible for collecting all applications, fees, and any paperwork related to the seminar participants (see checklist). Instructor will also collect any USAT membership applications and fees.
3. Instructor will be responsible for making recommendations for each participants referee certification and/or upgrade. You will make these recommendations directly on the participant application.
4. Instructor must submit the applications, fees, and all other paperwork to the USAT RDP office within 10 days of completion of the seminar.



## USA Taekwondo Referee Development Seminar Application

**Please Print:**

Seminar Date: \_\_\_\_\_ Check One: \_\_\_ State Organization \_\_\_ Club

Host Club or State Organization: \_\_\_\_\_ Club #: \_\_\_\_\_

Seminar Location: \_\_\_\_\_  
Street Address

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Seminar Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Fax: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Shipping Address for Materials if different from Seminar:

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Participants expected to Attend Seminar: \_\_\_\_\_

Circle seminar fee you will charge the participants:      \$50.00      \$55.00      \$60.00  
(Host may charge up to an additional \$10.00 per participant to help cover cost of hosting seminar)

Requested Seminar Instructor: \_\_\_\_\_

*-Requested Instructor must be an active WTF International Referee from the United States in good standing and have been actively participating, (attending seminars, and refereeing at National Qualifiers, National Championships or Team Trials within the past two years) and must be approved by the USAT Co-Referee Chairmen. If requested seminar instructor is not approved then an Instructor will selected by the USAT Co-Referee Chairmen.*

I, the undersigned, agree to conduct the Referee Development Seminar in strict accordance with the rules and regulations set forth by USA Taekwondo. I agree to provide all necessary equipment and space for this Referee Development Seminar at my own expense and pay the approved Seminar Instructor \$200.00 at the completion of the seminar.

\_\_\_\_\_  
Print Name of Seminar Host

\_\_\_\_\_  
Signature of Seminar Host

\_\_\_\_\_  
Date

**For USA Taekwondo Use Only:**

Approved       Not Approved

Appointed Seminar Instructor: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Date Seminar Materials Shipped: \_\_\_\_\_